

QUEENSWAY CHAPEL (MELKSHAM)
(A Charitable Company Limited by Guarantee)

REPORT & ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

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**QUEENSWAY CHAPEL (MELKSHAM)
FOR THE YEAR ENDED 31 MARCH 2021**

COMPANY INFORMATION

Registered Office	Queensway Chapel Pembroke Road Melksham Wiltshire SN12 7NB
Governing Document	Memorandum & Articles of Association dated 3 September 2010
Company Registration Number	7378596
Charity Registration Number	1138752
Directors	Stuart Arnold Timothy Cracknell Robin Oakes Naomi Owen Jack Woodward John Gymer Martin Erwin Paramasen Naidoo
Company Secretary	Paramasen Naidoo
Key Staff	David Auger Sally Oliver Rachel Erwin
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	Lisa Darby ACA Stewardship 1 Lamb's Passage London EC1Y 8AB
Solicitors	Goughs Solicitors The Strand Calne Wiltshire SN11 0JU

QUEENSWAY CHAPEL (MELKSHAM)

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2021

The Directors have pleasure in submitting the Report and Accounts for the year.

Reference and Administrative Details

The Directors

Robin Oakes (Chair)	South Hill Church, Hemel Hempstead
Stuart Arnold (Secretary)	Queensway Chapel
Tim Cracknell	Forest of Dean Community Church, Cinderford
John Gymer	Queensway Chapel
Naomi Owen	Core Church, Melksham
Jack Woodward	St Georges C of E, Semington, Melksham
Martin Erwin	Queensway Chapel
Masen Naidoo	Queensway Chapel

Spiritual leadership

Kathryn Rodda
Martin Erwin
Rachel Erwin
Jan Lloyd
Rob Lloyd
Masen Naidoo
David Auger

Structure, Governance and Management

Constitution: Queensway Chapel (Melksham) is a charitable company limited by guarantee. The memorandum and articles of association came into force on 3rd September 2010.

Directors: The policy and operating decisions of the charity rest with the directors who meet regularly to monitor the activities of the company.

Recruitment aims to maintain a mixture of those who worship at Queensway Chapel and those from other churches. This mixture brings a measure of accountability and insights gained from experience in other churches. The directors can invite others to become directors to replace or to extend the number especially if knowledge and skills can enhance the ability of the group to manage more effectively.

One meeting annually will have the sole purpose of reviewing our policies and procedures.

Advice from the Charity Commission and other support agencies (especially regarding legal and financial issues) is shared amongst the group.

Spiritual Leadership: The day to day running of activities is delegated to the spiritual leadership (also known as the leadership team). The ethos and overall planning of activities rest with this group.

Risk management: The directors and spiritual leadership are mindful of the importance of risk management: our policy is to identify and manage the possible and probable risks that the church may face in the short and medium term as an integral part of governance to help ensure that:

- Significant risks are known and monitored, enabling the trustees to make informed decisions and to take timely action;
- The church makes the most of opportunities and develops them with a confidence that any risks will be properly managed;
- The church's aims are more successfully achieved;
- Forward and strategic planning is improved.

Treasurer: The treasurer is responsible for the day to day handling of finance and reports to the directors and leadership team.

Salary Team: The salary team (one director and two members of the congregation with business experience) reviews all salaries annually.

Stewardship Team: The stewards, are responsible for the upkeep of the building; preparing for its use; general smooth running.

Activity Teams: Other teams plan and implement a wide range of activities.

Safeguarding Team: We use the *Churches' Child Protection Advisory Service* (CCPAS) for processing DBS applications, training and advice.

Communication within the church: The weekly information sheet and monthly magazine are the two main hard copy means of communication. There is a church group on Facebook.

Wider communication: The website continues to be an effective point of contact. People moving to Melksham and visitors to the area have been attracted to the church as a result. It has also proved to be valuable in sharing information within the church and with guest speakers. The church has implemented the iKNOW Church software to securely hold member data as well as a means of secure communication to its members and volunteers.

Activities undertaken to fulfil the objects of the Church

In planning activities, the Directors and Spiritual Leadership have had regard to the guidance on public benefit issued by the Charity Commission.

Object 1: The Christian faith

- ❖ **To advance the Christian faith in accordance with the Statement of Beliefs in such ways and in such parts of the United Kingdom or the world as the Directors from time to time may think fit.**
- During the pandemic it has not been possible to hold services in the Chapel. In place of this, services have been recorded and broadcast as Queensway Connect, via Facebook and Youtube. Zoom has enabled some of our Life Groups to continue virtually, and many have followed Martin's 'thought for the day'. As restrictions have eased, some Life Groups have met in person: this was particularly made available for those who are struggling with isolation.
- Friday Fellowship has undergone a significant review with a mandate to become more outward-looking
- Weekly open sessions for the whole Church were hosted on Wednesday evenings, using Discipleship Explored and 'in-house' teaching material.
- The Alpha Course has been successfully run via Zoom and participants have been able to meet in person as regulations permitted.
- It has not been possible to continue with services in local care homes.
- Where possible, day to day pastoral support has continued to be given through the small groups. During the initial lockdown, all Church members were regularly phoned to encourage and to assess need. One to one support is given as needed by those with good pastoral experience.
- Regular newsletters have been produced to encourage and keep the Church informed, distributed via email and postal service where required.
- Monthly Shine services for adults with learning disabilities were paused but are due to be resumed when possible. Up to 20 adults were attending from several care homes in and around Melksham.
- Sunday evening youth meetings transferred to Zoom, led by John and Sharon Firth from Good News Church. Rachel Erwin will resume her involvement once the group is meeting in person. The aim is to create a supportive peer group with Christian foundation.
- The church continues to support an evangelist who works with people in England and in his home country of India.

Object 2: Care in the community

- ❖ **To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the Directors from time to time may think fit.**
- Playgroup sessions continued when regulations permitted. These were adapted to three, one hour sessions, bookable on Mondays and Wednesdays. Meeting in smaller groups has enable deeper relationships to develop. Most children are from families with little involvement with the church.
- During the pandemic the Church liaised with the Local Authority care hub to assist in delivering prescriptions, food parcels, transport to hospital etc.
- The Chapel has strong involvement with the Nursery which has a high proportion of socially needy families.
- It has not been possible to continue the weekly lunch club, Open House. During the first lockdown, 60 meals were freshly cooked and distributed twice a week, free of charge.
- We have continued our involvement with local churches on projects such as a debt advice, Food Bank, and Messy Church.
- Neighbourhood Chaplaincy has not functioned well and is due to be reviewed.
- The photographic club has been discontinued.
- A new weekly Wellbeing Group has been started, run by and for people with mental health issues.
- A weekly friendship café is being proposed for adults with special needs, working in conjunction with Shine.

Object 3: Education

- ❖ **To advance education in such ways and in such parts of the United Kingdom or the world as the Directors from time to time may think fit.**
- Two members of the church are on the committee of an adult literacy scheme, Read Easy. Their planning meetings are held at the Chapel.
- We give financial support through Wycliffe Bible Translators to a member of the church who manages language research projects with previously unwritten languages in Tanzania.
- Queensway Chapel Nursery is a separate charity. Membership is open to people attending any Christian church but, currently, most are members of Queensway Chapel.

Significant Actions

- Due to the outbreak of the Coronavirus (COVID 19) and the subsequent lockdown by the government on large gatherings the church suspended Sunday meetings and closed the Family Centre from 16 March 2020. Meetings in the Chapel resumed April 2021.
- The spiritual leadership continued to meet via video conferencing to discuss church related issues and ensure ongoing support to vulnerable members and people in the local community.
- The Church Hall has been assessed for refurbishment: a modest upgrade has been agreed.

Staff

- The church has 3 employees on its payroll. David Auger is due to retire at the end of August 2021, a year earlier than expected.

Spiritual Leadership

- Occasional leaders away days have been held to support development of vision

Outreach Programs

- Employment of a Family Worker and Community Pastor has increased visibility of the Church through the various programs:
- An Alpha course was run during the year via Zoom.

Financial Review

Incoming resources (Note 3 to the accounts)

The main source of income is from voluntary giving. Due to lockdown restrictions, Sunday meetings were suspended which resulted in a decrease in cash giving, resulting in a 14% decline in cash donations. As the church services and activities were suspended, the 3 permanent staff were placed on a combination of furlough and reduced working hours. Furlough grants amounted to £10271 for the year. Income from tax recoverable under Gift Aid dropped by 15% as cash donations decreased.

Income from facilities managed by the church as well as community activities were also significantly reduced during the financial year.

Expenditure (Note 7b to the accounts)

All major repairs and maintenance planned for the year were suspended due to lockdown restrictions.

Under-utilisation of the facilities resulted in reduced utility and maintenance expenses.

Employment and training costs:

- o All employed staff were kept on payroll over the various lockdown periods. Where appropriate staff worked on reduced hours or were furloughed in accordance with the furlough scheme to recover costs. The church topped up salaries in both instances.

The contribution of volunteers to implementation of the objectives.

Most activities are delivered by volunteers with the majority of the church involved in some way although the time given by different individuals varies considerably.

Reserves and Budget Financial Year ending 31 March 2021

Our reserves policy has been recently reviewed and requires retention of sufficient reserves for salaries and utilities:

- o To ensure that the church has sufficient funds to meet its financial commitments for at least three months;
- o To demonstrate that the church is sustainable into the future;
- o To ensure that the church is able to manage future unforeseen financial difficulties;
- o To ensure that excessive funds are not held without any identifiable reason or for any identifiable purpose.
- o Three months' worth of designated expenditure (excluding depreciation) represents £14 341 and actual unrestricted cash balances at the year-end were £64 598.

Although many members offerings are done through BACS payments, we expect that Sunday morning attendance may not get back to normal levels in the short term which will impact on cash offerings.

With the trustees approval, a modest refurbishment of Queensway Hall has been approved to allow for safer use of the hall and to improve the cosmetic appearance of the hall for increased community activities.

Directors' Responsibilities

Charity law requires us as Directors to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year.

We are required to:

1. Select suitable accounting policies and apply them consistently.
2. Make judgements and estimates that are reasonable and prudent.
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Directors of the Company who held office at the date of approval of this report confirm that, so far as they are each aware, there is no relevant information of which the Independent Examiner is unaware and each Director has taken all the steps that he ought to have taken as a director to make himself aware of any relevant information and to establish that the Independent Examiner is aware of that information.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249(2) of the Companies Act 2006.

Small Companies Provision

This report has been prepared in accordance with the special provisions of part (vii) of the Companies Act 2006 relating to small companies.

Approval

This report was approved by the directors on 8 October 2021 and signed on their behalf by:

Paramasen Naidoo

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
QUEENSWAY CHAPEL (MELKSHAM)
('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021 on pages 10 to 21 following, which have been prepared on the basis of the accounting policies set out on pages 12 to 13.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Lisa Darby ACA

12 October 2021

For and on behalf of:
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

QUEENSWAY CHAPEL (MELKSHAM)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	84,832	-	84,832	90,722
Charitable activities	4	1,359	-	1,359	13,282
Investments	5	21	-	21	69
Other income	6	644	-	644	4,107
Total income and endowments		86,855	-	86,855	108,179
EXPENDITURE ON:					
Charitable activities:	7	79,401	-	79,401	101,962
Grants Payable	8	12,779	-	12,779	14,247
Total expenditure		92,180	-	92,180	116,208
Net gains/(losses) on investments		-	-	-	-
Net income/(expenditure)		(5,325)		(5,325)	(8,029)
Transfers between funds	16	-	-	-	-
		(5,325)	-	(5,325)	(8,029)
Net movement in funds		(5,325)	-	(5,325)	(8,029)
Reconciliation of funds:					
Total funds brought forward		493,923	3	493,926	501,955
Total funds carried forward	16	488,598	3	488,601	493,926

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The statement of financial activities also complies with the requirements for an income and expenditure account required by the Companies Act 2006.

Small rounding differences may appear in these accounts

The notes on page 12 - 21 form part of these accounts.

QUEENSWAY CHAPEL (MELKSHAM)
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
FIXED ASSETS					
Tangible assets	11	423,723	-	423,723	431,314
		<u>423,723</u>	<u>-</u>	<u>423,723</u>	<u>431,314</u>
CURRENT ASSETS					
Debtors	12	1,497	-	1,497	200
Cash at bank and in hand	13	64,598	3	64,601	63,792
		66,095	3	66,098	63,992
CREDITORS: Amounts falling due within one year	14	1,220	-	1,220	1,380
Net current assets / (liabilities)		<u>64,875</u>	<u>3</u>	<u>64,878</u>	<u>62,612</u>
Total assets less current liabilities		<u>488,598</u>	<u>3</u>	<u>488,601</u>	<u>493,926</u>
TOTAL NET ASSETS		<u>488,598</u>	<u>3</u>	<u>488,601</u>	<u>493,926</u>
FUND BALANCES					
16					
Unrestricted Funds					
General funds		51,932	-	51,932	49,327
Designated funds		436,666	-	436,666	444,596
		<u>488,598</u>	<u>-</u>	<u>488,598</u>	<u>493,923</u>
Restricted Funds					
		<u>-</u>	<u>3</u>	<u>3</u>	<u>3</u>
		<u>488,598</u>	<u>3</u>	<u>488,601</u>	<u>493,926</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2021

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2021 in accordance with Section 476 of the Companies Act 2006 however, in accordance with Section 145 of the Charities Act 2011, the accounts have been examined by an independent examiner and their report has been included in these financial statements.

The directors (who are the charitable company's trustees for the purposes of charity law) acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its net income or expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 8 October 2021 and were signed on its behalf by:

Paramasen Naidoo

Company number: 7378596

Charity number: 1138752

The notes on page 12 - 21 form part of these accounts.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1 Statutory Information

The charity is a charitable company limited by guarantee and is incorporated in the United Kingdom. The company's registered number and registered office address can be found on the Company Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention [as modified by the revaluation of certain assets, which are measured at fair value through the Statement of Financial Activities]. In making this assessment the trustees have considered the impact of Covid-19 and have concluded that its impact on net income will not be material/the reserves are adequate to cover any temporary impact on income.

These financial statements have been prepared in accordance with the "Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ("the Charities SORP"), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102"), with the Companies Act 2006 and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The trustees (who are the charitable company's directors for the purposes of company law) have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. In making this assessment the trustees have considered the continuing impact of the Covid-19 pandemic and have concluded that the reserves are adequate to cover any impact on income. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b) Income

Income including investment income is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part, income is generally recognised when it is received. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- ii) The charity relies on volunteers to carry out many of its activities, particularly Open House and Sundays. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.
- iii) Legacies. Income from legacies is recognised when a distribution is received from the estate or, if earlier, when the charity has been notified that a distribution will be made and the amount receivable can be measured reliably.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from church events and courses.

Investment income represents income generated by the charity's assets and includes income from bank interest.

The charity has taken the view that it has only one charitable activity, namely the advancement of the Christian faith, and all income from donations, legacies and charitable activities is in respect of this one activity.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects. Endowment funds are donations that are retained as capital in accordance with the donor's wishes. The nature of the restriction determines whether the endowments represent permanent endowments or expendable endowments.

e) Tangible fixed assets

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £500 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Freehold land	Is not depreciated (because it is not consumed by use)
Freehold buildings	Over 50 years after taking account of the building's residual value
Equipment	Over 3 to 10 years

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity operates defined contribution pension schemes for its employees. Obligations for contributions to these schemes are recognised as an expense when the liability arises. The assets of these schemes are held separately from those of the charity in independently administered funds.

g) Taxation

The company is a registered charity; it has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

i) Critical accounting estimates and areas of judgement

In preparing financial statements certain judgements, estimates and assumptions have to be made that affect the amounts recognised in the financial statements. The trustees consider the following to be significant:

The annual depreciation charge for property, plant and equipment is sensitive to changes in the estimates for useful economic life and residual value. These estimates are reassessed annually and, when necessary, adjusted to reflect current circumstances.

QUEENSWAY CHAPEL (MELKSHAM)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations	63,023	-	63,023	73,442
Special offerings (including Gift Aid)	-	-	-	3,681
Job Retention Scheme grants	10,271	-	10,271	-
Income tax recoverable	11,537	-	11,537	13,599
	<u>84,832</u>	<u>-</u>	<u>84,832</u>	<u>90,722</u>

4 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Family Centre	206	-	206	2,295
Youth Work	-	-	-	10
Shine	-	-	-	2,692
Open House	1,153	-	1,153	6,560
Social & Outreach	-	-	-	1,018
Ladies Breakfast	-	-	-	707
	<u>1,359</u>	<u>-</u>	<u>1,359</u>	<u>13,282</u>

5 Investment income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Bank interest	21	-	21	69
	<u>21</u>	<u>-</u>	<u>21</u>	<u>69</u>

6 Other income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2019 £
Use of Facilities	-	-	-	3,426
Other	644	-	644	681
	<u>644</u>	<u>-</u>	<u>644</u>	<u>4,107</u>

7 Charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
a Costs incurred directly on specific activities				
Family Centre	680	-	680	3,518
Youth Work	-	-	-	24
Shine	148	-	148	2,653
Open House	1,328	-	1,328	4,822
Pastoral Care	803	-	803	-
Social & Outreach	1,939	-	1,939	1,472
Ladies Breakfast	-	-	-	547
Church Services	697	-	697	948
	<u>5,596</u>	<u>-</u>	<u>5,596</u>	<u>13,984</u>

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

b Costs incurred on support & administration

Governance costs				
Cost of independent examination	1,200	-	1,200	1,206
Profesional Fees -CCPAS	129	-	129	157
	<u>1,329</u>	<u>-</u>	<u>1,329</u>	<u>1,363</u>
Employment Cost (Note 9)	48,301	-	48,301	47,298
Training & Conferences	-	-	-	445
Light, heat,water and waste	4,250	-	4,250	6,244
License,Membership etc	2,720	-	2,720	2,992
Repairs,improvements and cleaning	3,707	-	3,707	13,895
Bank charges	69	-	69	60
Depreciation of tangible fixed assets	8,530	-	8,530	8,396
Insurance	2,295	-	2,295	2,273
Telephone & Office Costs	2,387	-	2,387	3,307
Books etc	218	-	218	898
Catering	2	-	2	741
Other Costs	-	-	-	65
	<u>73,805</u>	<u>-</u>	<u>73,805</u>	<u>87,978</u>
Total expenditure on charitable activities	<u>79,401</u>	<u>-</u>	<u>79,401</u>	<u>101,962</u>

8 Grants payable

	Institutions	Individuals	2021
	£	£	£
Grants for UK and overseas mission	9,659	3,120	12,779
	<u>9,659</u>	<u>3,120</u>	<u>12,779</u>

The comparatives for the previous year are as follows:

	Institutions	Individuals	2020
	£	£	£
Grants for UK and overseas mission	10,505	3,742	14,247
	<u>10,505</u>	<u>3,742</u>	<u>14,247</u>

The charity's principal grants to institutions comprised:

	2021	2020
	£	£
Wycliffe	7,021	6,744
Stewardship (for support of missionary working with Youth With A Mission)	2,638	2,672
Grants to institutions for less than £1,000 each	-	1,089
	<u>9,659</u>	<u>10,505</u>

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

9 Analysis of staff costs, the cost of key management personnel and trustee remuneration and expenses

	2021	2020
	£	£
Gross wages and salaries	47,438	46,416
Employers NIC	-	43
Employer Pension Costs	863	839
	<u>48,301</u>	<u>47,298</u>

The average monthly number of employees during the year was 2.3 (2020.2.3). Most of the charity's activities are carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the trustees and the key staff named on the Company Information page. Total employment benefits payable to key management for the year were as follows:

	Wages & salaries	Other employment benefits	Employer pension contributions	2021 £
Key management connected to trustees:				
Rachel Erwin (wife of a trustee)	17,754		344	18,099
Other members of key management	29,683		518	<u>30,201</u>
				<u>48,301</u>

The following amounts were charged in the previous year:

	Wages & salaries	Other employment benefits	Employer pension contributions	2020 £
Key management connected to trustees:				
Rachel Erwin (wife of a trustee)	17,304		335	17,639
Other members of key management	29,160		504	<u>29,665</u>
				<u>47,304</u>

Rachel Erwin served as church leader and received the above payments for serving in that capacity; these payments are permitted by the charity's governing document.

10 Acting as agent

On occasion the charity receives money on behalf of other charities or individuals, which it banks and then pays out to these charities or individuals. This income is received as agent for these other charities and individuals and the income, and the related payments, are excluded from the Statement of Financial Activities; any money that has not been distributed by the year end is recognised as a creditor.

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

11 Tangible fixed assets

	Equipment £	Freehold Land £	Freehold Buildings Church £	Freehold Queensway Hall £	Total 2021 £
Cost or valuation					
At 1 April 2020	33,384	280,000	150,000	75,000	538,384
Additions	939	-	-	-	939
At 31 March 2021	<u>34,323</u>	<u>280,000</u>	<u>150,000</u>	<u>75,000</u>	<u>539,323</u>
Accumulated depreciation					
At 1 April 2020	23,070	-	42,000	42,000	107,070
Charge for the year	2,530	-	3,000	3,000	8,530
At 31 March 2021	<u>25,600</u>	<u>-</u>	<u>45,000</u>	<u>45,000</u>	<u>115,600</u>
Net book value					
At 31 March 2021	<u>8,723</u>	<u>280,000</u>	<u>105,000</u>	<u>30,000</u>	<u>423,723</u>
At 31 March 2020	<u>10,314</u>	<u>280,000</u>	<u>108,000</u>	<u>33,000</u>	<u>431,314</u>

Freehold land and buildings have been brought in to the accounts at directors' valuation in 2011, based on original building or purchase costs. Depreciation is charged to the Property Fund.

12 Debtors

	2021 £	2020 £
Falling due within one year:		
Trade debtors	-	200
Tax recoverable	1,497	-
	<u>1,497</u>	<u>200</u>

13 Cash at Bank and in Hand

	2021 £	2020 £
Cash at bank with immediate access	64,323	63,591
Petty cash	278	200
	<u>64,601</u>	<u>63,792</u>

14 Creditors: liabilities falling due within one year

	2021 £	2020 £
Accruals	1,220	1,380
	<u>1,220</u>	<u>1,380</u>

15 Pension commitments

During the year employer's pension contributions totalling £862.92 (2020: £839.28) were payable to defined contribution personal pension schemes. No pension contributions were owing at the balance sheet date (2020: £nil).

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

16 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2020 £	Incoming resources 2021 £	Outgoing resources 2021 £	Transfers in the year 2021 £	Closing balance 2021 £
<i>Designated Funds</i>					
Family Centre	3,289	206	(680)	-	2,815
Youth Work	2,068	-	-	-	2,068
Shine	629	-	(148)	-	481
Open House	2,690	1,153	(1,328)	(600)	1,915
Social & Outreach	275	-	(87)	-	188
Ladies Breakfast	200	-	-	-	200
Pastoral	445	-	(445)	-	-
Salaries & Utilities	14,000	-	-	-	14,000
Property Fund	421,000	-	(6,000)	-	415,000
	<u>444,596</u>	<u>1,359</u>	<u>(8,689)</u>	<u>(600)</u>	<u>436,666</u>
<i>General Unrestricted Funds</i>	<u>49,327</u>	<u>85,496</u>	<u>(83,491)</u>	<u>600</u>	<u>51,932</u>
Total Unrestricted Funds	<u>493,923</u>	<u>86,855</u>	<u>(92,180)</u>	<u>-</u>	<u>488,598</u>
<i>Restricted Funds</i>					
Mission fund	3	-	-	-	3
	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3</u>
Aggregate of funds	<u>493,926</u>	<u>86,855</u>	<u>(92,180)</u>	<u>-</u>	<u>488,601</u>

The transfers referred to above were made for the following reasons:

- a) Open House to General towards costs

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds	Designated funds	Restricted funds	2021
	£	£	£	£
Fixed assets	8,724	415,000	-	423,723
Debtors	1,497	-	-	1,497
Cash at bank and in hand	42,932	21,666	3	64,601
Current liabilities	(1,220)	-	-	(1,220)
	<u>51,932</u>	<u>436,666</u>	<u>3</u>	<u>488,601</u>

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2019 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfers in the year 2020 £	Closing balance 2020 £
<i>Designated Funds</i>					
Family Centre	4,904	2,295	(3,910)	-	3,289
Youth Work	2,082	10	(24)	-	2,068
Shine	590	2,692	(2,653)	-	629
Open House	2,192	6,560	(4,822)	(1,240)	2,690
Social & Outreach	161	347	(233)	-	275
Ladies Breakfast	40	707	(547)	-	200
Pastoral	445	-	-	-	445
Salaries & Utilities	14,000	-	-	-	14,000
Property Fund	<u>427,000</u>	<u>-</u>	<u>(6,000)</u>	<u>-</u>	<u>421,000</u>
	<u>451,414</u>	<u>12,611</u>	<u>(18,189)</u>	<u>(1,240)</u>	<u>444,596</u>
<i>General Unrestricted Funds</i>	<u>50,541</u>	<u>94,269</u>	<u>(96,723)</u>	<u>1,240</u>	<u>49,327</u>
Total Unrestricted Funds	<u>501,955</u>	<u>106,880</u>	<u>(114,912)</u>	<u>-</u>	<u>493,923</u>
<i>Restricted Funds</i>					
Mission fund	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3</u>
Aggregate of funds	<u>501,958</u>	<u>106,880</u>	<u>(114,910)</u>	<u>-</u>	<u>493,926</u>

QUEENSWAY CHAPEL (MELKSHAM)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted	2020
	General funds	Designated funds	funds	
	£	£	£	£
Fixed assets	16,314	415,000	-	431,314
Debtors	200			200
Cash at bank and in hand	34,193	29,596	3	63,792
Current liabilities	(1,380)	-	-	(1,380)
	<u>49,327</u>	<u>444,596</u>	<u>3</u>	<u>493,926</u>

17 Transactions with related parties

During the year the charity:

- a) received donations totalling £21,480 (2020: £26,070) from related parties (which includes trustees, anyone closely connected to them and key management).
- b) In the year ending 31st March 2020, reimbursement totalling £65 was paid to 1 trustee for travel to attend meeting. No such expenses have been paid in this financial year to 31st March 2021. Reimbursements for expenses incurred when acting as agent for the charity or incurred when undertaking employment duties not connected with serving as a trustee, are not included in this disclosure.

Except as disclosed in note 9 'Analysis of staff costs', there have been no other transactions with related parties during the year.

18 Members

Each member of the company commits to contribute if the charity is wound up an amount of £10.

19 Post Balance Sheet events

None

QUEENSWAY CHAPEL (MELKSHAM)
DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES
FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds - General		Unrestricted Funds - Designated		Restricted Funds		Total Funds	Total Funds
	Note	2021	2020	2021	2020	2021	2020	2021	2020
		£	£	£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:									
Donations and legacies	3	84,832	90,052	-	-	-	670	84,832	90,722
Charitable activities	4	-	41	1,359	12,611	-	630	1,359	13,282
Investments	5	21	69	-	-	-	-	21	69
Other income	6	644	4,107	-	-	-	-	644	4,107
Total income and endowments		85,497	94,269	1,359	12,611	-	1,300	86,855	108,179
EXPENDITURE ON:									
Charitable activities:								-	
Direct Costs	7	70,711	83,773	8,689	18,189	-	-	79,401	101,962
Grants Payable	8	12,779	12,950	-	-	-	1,297	12,779	14,247
Total Expenditure		83,490	96,723	8,689	18,189	-	1,297	92,180	116,209
Net gains/(losses) on investments								-	-
Net income/(expenditure)		2,007	(2,454)	(7,330)	(5,578)	-	3	(5,325)	-
Transfers between funds	16	600	1,240	(600)	(1,240)	-	-	-	-
		2,607	(1,214)	(7,930)	(6,818)	-	3	(5,325)	(8,029)
Net movement in funds		2,607	(1,214)	(7,930)	(6,818)	-	3	(5,325)	(8,029)
Reconciliation of funds:									
Total funds brought forward		49,327	50,541	444,596	451,414	3	-	493,926	501,955
Total funds carried forward	16	51,933	49,327	436,666	444,596	3	3	488,601	493,926

Small rounding differences may appear in these accounts